Assessment type (☑):

☒ Questioning (Oral/Written)
☐ Practical Demonstration
☐ 3rd Party Report
☐ Other – Project/Portfolio (*please specify)*

Assessment Resources:

Pen and 1 (ONE) Page of handwritten notes

Assessment Instructions:

Students will be allowed to bring 1 (ONE) page of notes into the assessment.

- Notes to be handwritten or typed font -Arial size-10.
- Notes are to be on the reverse of this page in the space provided.
- Notes are to be your own work.
- Notes are to be submitted with the assessment.

Signing the Student Declaration indicates that you have read and agree to follow these instructions

Students Name:.....

Student Number:.....

Student Declaration Signature..... Date: __ / __ / __

Assessment Instrument: NOTES

Data Integrity and Traceability
A digital footprint helps ensure the integrity and traceability of data. LIMS, data logging systems, and other digital tools leave a record of every action taken, providing a clear audit trail. This traceability is crucial for maintaining the reliability and reproducibility of scientific results.
Data Security and Access Control
Protecting sensitive data is paramount. Digital footprints help track who accessed specific data, when, and what changes were made. Implementing robust access controls and encryption measures helps safeguard intellectual property and confidential information.
Laboratory Information Management Systems (LIMS)
LIMS systems leave a comprehensive digital footprint by tracking sample information, instrument usage, and analysis data. This ensures the accuracy of data and provides a systematic approach to managing laboratory workflows.

Client Satisfaction:

- Customer relations directly impact client satisfaction. Satisfied clients are more likely to continue using the laboratory's services, provide positive feedback, and potentially recommend the lab to others. This contributes to the lab's reputation and success.

Customization and Flexibility:

- Building good customer relations allows the laboratory to understand the specific needs of its clients. This insight enables the lab to tailor its services, methodologies, or reporting formats to meet the unique requirements of each client, fostering a more collaborative and mutually beneficial relationship.

sample	equipment	process
Blood Sample	centrifuge	Place in centrifuge 3000rpm 10min and remove plasma from blood cells
Water sample	Mix by inverting filters	Invert and rotate, invert 25 times in 12 sec
Soil Sample	Riffle splitter, cone and quarter	Place through splitter to separate

		and re-feed Place in circle, flatten quarter, remove quarters..
Swabs medical		
Non-Conformance	**How to rectify it**	
1. Contradicting or missing information	Refer to your Supervisor	
2. Insufficient or illegible information	Make a phone call yourself to the customer/client	
3. The integrity of the sample has been compromised.	All conversations and decisions must be documented.	

Energy Consumption: Laboratories consume substantial amounts of energy due to temperature control, ventilation, and equipment operation.
Waste Generation: Labs generate both hazardous and non-hazardous waste. Proper disposal and recycling methods are essential to minimize the environmental footprint.